

State of Nebraska
Department of Health and Human Services

Request for Proposal #195-Z1

Protest/Grievance Procedure

Procedure for filing grievances/protests, by a contractor, relating to an award as follows:

1. Within ten (10) calendar days after the intent to award decision is issued, grievances/protests are to be expressed in writing to: Administrator, Office of Mental Health, Substance Abuse and Addiction Services, PO Box 98925, Lincoln, NE, 68509-8925. The letter should state the RFP number and specific issues that are to be addressed.
2. A response will be made by the Administrator of the Office of Mental Health, Substance Abuse and Addiction Services.
3. If the response from the Administrator of the Office of Mental Health, Substance Abuse and Addiction Services has not satisfied the grievance of the contractor, a meeting may be scheduled with the contractor and the agency to discuss the issues.
4. A written response of the final decision by the Administrator of the Office of Mental Health, Substance Abuse and Addiction Services will be sent to the contractor.